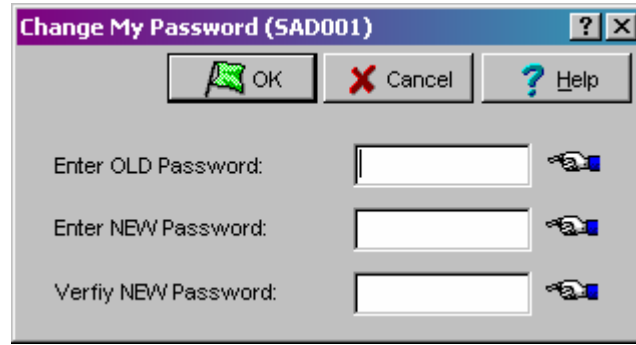# Chapter 8 - System Administration

April 2006

Common Tasks

Changing Your Password

The QVF no longer requires you to change your password every 60 days. The "Please change your password" message no longer appears as a reminder. However, we do recommend that you change your password on a regular basis; this helps to ensure that unauthorized individuals do not have access to protected information.

Guidelines for selecting a password:

Don't use common words in proper or reverse spelling.

Don't use common computer acronyms (e.g. QVF, SQL).

Don't use names of famous or fictitious people.

Don't use your log in name in any form (e.g. as is, reversed).

Don't use your first, middle, or last name in any form.

Don't use your spouses or child's name.

Don't use easily obtained items such as license plate, telephone or home street.

Don't write your password on paper affixed to desk or PC.

Do use passwords of eight, or greater, characters.

Do use a password with mixed-case alphabetic characters.

Do use a password that is easily remembered and typed.

Actions	Result
From the *Sys Admin* menu choose *Change My Password*.	The *Change My Password* screen is displayed.
Enter the following information: Enter OLD Password: Enter NEW Password: Verify NEW Password:	**Note:** When you type your password, you will see *'s and not the letters you are typing. This prevents others from seeing your new password.
Click **[OK]**.	A message box is displayed, "Password has been changed."
Click **[OK]**.	You are returned to the *Main Desktop*.

Changing Users

The ***Change User*** feature allows another person to log into the QVF without exiting the application.

Actions	Result
From the *Sys Admin* menu select *Change User*.	The *Connect* screen appears.
Enter the following: User Name: Password:	
Click [**Logon**].	You are re-logged into the QVF and the *Main Desktop* is displayed.

System Administrator Tasks

The QVF contains certain functions that only the Systems Administrator may perform. The system administrator functions are: User Administration, Delete Voter, and Start Replication. Each jurisdiction will need to designate at least one person who will assume these responsibilities. This section is for those individuals.

Changing Passwords

Every user has the ability to change their own password. System Administrators can change their own password and can change or reassign the passwords of other users.

Actions	Result
From the *Sys Admin* menu choose *User Administration*.	The *User Administration* screen is displayed, listing all the users set up for access to your QVF computer.
Highlight the user that needs their password changed, then click on the **[Edit]** button.	The *Modify User* screen appears. The User Name field will contain the user who need the new password.
In the Password field, delete the old password, then enter the new password	The password appears as a series of ***.
Click on the **[OK]** button.	A *Password Confirmation* screen appears asking you to retype the new password.
Retype the password and click the **[OK]** button.	You are returned to the *User Administration* screen.

Setting Up Users

System Administrators are responsible for creating user IDs for new QVF users, entering an initial password (which users can change themselves later), and determining what access the new user will have to the QVF system.

Actions	Result
From *Sys Admin* menu select *User Administration*.	The *User Administration* screen is displayed.
Click on the **[New]** button.	The *Add User* screen is displayed.
Enter the following information: User Name: Password:	**Note:** Create user IDs that can easily identify a person. **Note:** <u>Jurisdiction User</u> is already selected for you in the <u>User Type</u> box.

Actions	Result
Select <u>User Level</u>:	**Note:** The 3 user types are: <u>Administrator</u> - Can do the same functions as a system administrator. <u>Basic QVF User</u> - Can perform all QVF tasks except system administration tasks. <u>Read-Only Guest</u> - Can not modify any data but can read all of the data. They can also print reports.
Click on the **[OK]** button.	A ***Password Confirmation*** screen appears asking you to retype the password.
Retype the password and click **[OK]**.	The new user is added to the QVF and the ***User Administration*** screen is displayed.
Click **[Close]**.	You are returned to the ***Main Desktop***.

Export Voter Registration Data

This function allows you to export all of you voter files for loading onto another computer. The export process is complex because the data is broken down into two files, a file of voter names and a street index. These two files have to be tied together to get complete voter information.

Action	Result
In the *System Administration* menu select *Export Voter Registration Data*.	The *Export* screen is displayed.
Ensure that the County and Jurisdiction are correct.	
In the Source Data box check either or both of Voter and Street Index.	Either or both files will be exported
In Output Format choose either Export to Files or Export to Zip/Disk.	Export to Files will copy the data in an uncompressed format. Export to Zip/Disk utilizes a compression program that allows you to put more information on a floppy disk.
Click on the **[OK]** button.	Either the *Write QVF Data To Zip Diskette(s)* screen or the *Save Multiple Report Files To a Folder* screen appears.
Choose your save options and click on the **[OK]** button.	Your voter files will start printing to the disk in the A drive. When the copying is complete you will be returned to the *QVF Main Desktop.*